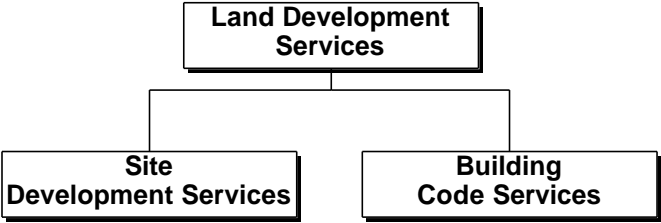


**DEPARTMENT OF PUBLIC WORKS  
AND ENVIRONMENTAL SERVICES  
LAND DEVELOPMENT SERVICES  
(FORMERLY OFFICE OF SITE DEVELOPMENT SERVICES)**



# LAND DEVELOPMENT SERVICES (FORMERLY OFFICE OF SITE DEVELOPMENT SERVICES)

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## *Agency Position Summary*

### **Fund 001 (General Fund)**

Community Development	133	Regular Positions (7) (-3T)	/	133.0	Regular Staff Years (7.0) (-3.0 T)
Public Safety	165	Regular Positions	/	165.0	Regular Staff Years
<b>Total Positions</b>	298	Regular Positions (7) (-3T)	/	298.0	Regular Staff Years (7.0) (-3.0 T)

## ***Position Detail Information***

### **SITE DEVELOPMENT SERVICES**

#### **Technical Planning and Analysis**

1	Director
2	Deputy Directors
1	Engineer IV
2	Engineers III
1	Engineer II
1	Management Analyst II
1	Secretary II
2	Secretaries I
11	Positions
11.0	Staff Years

#### **Environmental and Facilities Review**

5	Engineers IV
12	Engineers III
20	Engineers II
2	Engineering Technicians III
8	Engineering Technicians II
1	Engineering Technician I
1	Engineering Aide
1	Office Service Manager I
2	Clerical Specialists
2	Secretaries I
54	Positions
54.0	Staff Years

### **Urban Forestry**

1	Urban Forester IV
1	Urban Forester III
8	Urban Foresters II
10	Positions
10.0	Staff Years

### **Environmental and Facilities Inspections**

2	Engineers IV
2	Engineers III (-1 T)
4	Engineers II (-1 T)
2	Engineering Technicians III
5	Engineering Technicians II
6	Supervising Engineering Inspectors
1	Asst. Super. Engineering Inspector
34	Sr. Engineering Inspectors (7)
0	Engineering Technician I (-1 T)
1	Office Service Manager I
1	Clerical Specialist
58	Positions (-3 T) (7)
58.0	Staff Years (-3.0 T) (7.0)

# LAND DEVELOPMENT SERVICES (FORMERLY OFFICE OF SITE DEVELOPMENT SERVICES)

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## Position Detail Information

### BUILDING CODE SERVICES

#### Technical Administration

1 Director  
1 Deputy Director  
1 Management Analyst III  
1 Secretary II  
1 Secretary I  
5 Positions  
5.0 Staff Years

#### Building Plan Review

1 Engineer IV  
2 Engineers III  
17 Engineers II  
1 Engineering Technician II  
1 Secretary I  
2 Clerical Specialists  
1 Engineering Aide  
25 Positions  
25.0 Staff Years

#### Permit Administration

1 Code Coordinator III  
2 Code Coordinators II  
1 Secretary I  
4 Positions  
4.0 Staff Years

#### Permit Application Center

1 Engineering Technician III  
2 Engineering Technicians II  
13 Engineering Technicians I  
1 Secretary I  
17 Positions  
17.0 Staff Years

#### Information Center and

#### Licensing Section

1 Engineering Technician II  
2 Clerical Specialists  
3 Positions  
3.0 Staff Years

### Inspection Request and

#### Records

1 Office Service Manager I  
6 Clerks II  
1 Clerk Typist II  
8 Positions  
8.0 Staff Years

#### Site Permits

1 Engineering Technician III  
4 Engineering Technicians II  
1 Senior Engineering Inspector  
2 Clerical Specialists  
8 Positions  
8.0 Staff Years

#### Residential Inspections

1 Inspections Branch Chief  
18 Master Combination Inspectors  
1 Senior Building Inspector  
19 Combination Inspectors  
6 Super. Combination Inspectors  
1 Engineering Technician II  
1 Engineering Technician I  
2 Secretaries I  
49 Positions  
49.0 Staff Years

#### Commercial Inspections

1 Inspections Branch Chief  
1 Engineering Technician I  
2 Positions  
2.0 Staff Years

#### Critical Structures

1 Engineer III  
13 Engineers II  
1 Secretary I  
15 Positions  
15.0 Staff Years

### Mechanical Inspections

1 Super. Combination Inspector  
1 Master Combination Inspector  
3 Senior Mechanical Inspectors  
5 Positions  
5.0 Staff Years

#### Electrical Inspections

1 Super. Combination Inspector  
4 Master Combination Inspectors  
3 Combination Inspectors  
2 Senior Electrical Inspectors  
1 Secretary I  
11 Positions  
11.0 Staff Years

#### Plumbing Inspections

1 Super. Combination Inspector  
1 Master Combination Inspector  
5 Senior Plumbing Inspectors  
1 Supervising Field Inspector  
1 Secretary I  
9 Positions  
9.0 Staff Years

#### Existing Buildings

1 Chief Electrical Inspector  
1 Chief Mechanical Inspector  
1 Chief Plumbing Inspector  
1 Engineer III  
4 Positions  
4.0 Staff Years

( ) Denotes New Positions  
(T) Denotes Transferred Positions

Positions in italics are attached to the Building Code Services Cost Center which appears in the Public Safety Program Area.

# LAND DEVELOPMENT SERVICES (FORMERLY OFFICE OF SITE DEVELOPMENT SERVICES)

## AGENCY MISSION

*To ensure that land development and public and private facility construction conform to the Fairfax County Code and policies adopted by the Board of Supervisors, to provide conservation of natural resources, and to ensure that buildings are constructed as required by the Virginia Uniform Statewide Building Code.*

AGENCY SUMMARY					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan <sup>1</sup>
Authorized Positions/Staff Years					
Regular	0/ 0	0/ 0	0/ 0	0/ 0	298/ 298
Expenditures:					
Personnel Services	\$0	\$0	\$0	\$0	\$14,579,407
Operating Expenses	0	0	0	0	2,918,124
Capital Equipment	0	0	0	0	231,240
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,728,771</b>
Less:					
Recovered Costs	\$0	\$0	\$0	\$0	(\$43,874)
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,684,897</b>
Income: <sup>2</sup>					
Permits/Plan Fees	\$0	\$0	\$0	\$0	\$11,069,488
Permits/Inspection Fees	0	0	0	0	15,522,141
<b>Total Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,591,629</b>
<b>Net Cost to the County</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$8,906,732)</b>

<sup>1</sup> FY 2001 positions include 165/165.0 SYE positions in the Public Safety Program Area associated with Building Code Services and 133/133.0 SYE positions in the Community Development Program Area associated with Site Development Services.

<sup>2</sup> Land Development Services is mandated by the Board of Supervisors to recover at least 80 percent of its costs. Total costs including fringe benefits for this agency are \$21,109,880, for a net cost to the County of (\$5,481,749).

**LAND DEVELOPMENT SERVICES  
(FORMERLY OFFICE OF SITE  
DEVELOPMENT SERVICES)**

<b>SUMMARY BY COST CENTER</b>					
<b>Category</b>	<b>FY 1999 Actual</b>	<b>FY 2000 Adopted Budget Plan</b>	<b>FY 2000 Revised Budget Plan</b>	<b>FY 2001 Advertised Budget Plan</b>	<b>FY 2001 Adopted Budget Plan</b>
<b>Community Development:</b>					
Office of Site Development Services	\$0	\$0	\$0	\$0	\$8,406,406
Technical Administration	1,270,476	1,394,788	1,570,810	1,419,607	0
Bonds And Agreements Branch	857,010	793,764	793,764	767,307	0
Plan Processing	2,638,379	2,995,042	2,822,171	3,197,252	0
Urban Forestry	557,447	573,964	902,873	542,312	0
Site Inspections	1,805,646	1,857,755	1,869,987	1,935,644	0
<b>Subtotal</b>	<b>\$7,128,958</b>	<b>\$7,615,313</b>	<b>\$7,959,605</b>	<b>\$7,862,122</b>	<b>\$8,406,406</b>
<b>Public Safety:</b>					
Office of Building Code Services	\$0	\$0	\$0	\$0	\$9,278,491
Technical Administration	1,393,167	1,237,129	1,290,008	1,215,924	0
Building Plan Review	1,221,608	1,249,771	1,264,971	1,390,102	0
Permit Administration	1,250,320	1,448,205	1,430,190	1,431,683	0
Residential Inspections	2,003,656	2,187,647	2,229,351	2,293,382	0
Commercial Inspections	1,615,609	2,163,567	1,973,518	2,061,674	0
Existing Buildings	617,558	663,199	845,512	698,124	0
<b>Subtotal</b>	<b>\$8,101,918</b>	<b>\$8,949,518</b>	<b>\$9,033,550</b>	<b>\$9,090,889</b>	<b>\$9,278,491</b>
<b>Total Expenditures</b>	<b>\$15,230,876</b>	<b>\$16,564,831</b>	<b>\$16,993,155</b>	<b>\$16,953,011</b>	<b>\$17,684,897</b>

<b>COMMUNITY DEVELOPMENT PROGRAM AREA SUMMARY</b>					
<b>Category</b>	<b>FY 1999 Actual</b>	<b>FY 2000 Adopted Budget Plan</b>	<b>FY 2000 Revised Budget Plan</b>	<b>FY 2001 Advertised Budget Plan</b>	<b>FY 2001 Adopted Budget Plan</b>
<b>Authorized Positions/Staff Years</b>					
Regular	126/ 126	126/ 126	129/ 129	129/ 129	133/ 133
<b>Expenditures:</b>					
Personnel Services	\$5,946,096	\$6,405,879	\$6,276,067	\$6,640,317	\$6,887,987
Operating Expenses	1,205,830	1,313,537	1,784,001	1,259,869	1,331,053
Capital Equipment	96,535	6,749	10,389	4,740	231,240
<b>Subtotal</b>	<b>\$7,248,461</b>	<b>\$7,726,165</b>	<b>\$8,070,457</b>	<b>\$7,904,926</b>	<b>\$8,450,280</b>
<b>Less:</b>					
Recovered Costs	(\$119,503)	(\$110,852)	(\$110,852)	(\$42,804)	(\$43,874)
<b>Total Expenditures</b>	<b>\$7,128,958</b>	<b>\$7,615,313</b>	<b>\$7,959,605</b>	<b>\$7,862,122</b>	<b>\$8,406,406</b>
<b>Income:</b>					
Permits/Plan Fees <sup>1</sup>	\$10,942,831	\$10,587,314	\$11,318,344	\$10,587,314	\$11,069,488
<b>Total Income</b>	<b>\$10,942,831</b>	<b>\$10,587,314</b>	<b>\$11,318,344</b>	<b>\$10,587,314</b>	<b>\$11,069,488</b>
<b>Net Cost to the County</b>	<b>(\$3,813,873)</b>	<b>(\$2,972,001)</b>	<b>(\$3,358,739)</b>	<b>(\$2,725,192)</b>	<b>(\$2,663,082)</b>

<sup>1</sup> Land Development Services is mandated by the Board of Supervisors to recover at least 80 percent of its costs. Total costs including fringe benefits for this agency are \$10,024,527, for a net cost to the County of (\$1,044,961).

## **LAND DEVELOPMENT SERVICES (FORMERLY OFFICE OF SITE DEVELOPMENT SERVICES)**

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As outlined in the FY 2001 Advertised Budget Plan, another stage in the Department of Public Works and Environmental Services (DPWES) reorganization is occurring in FY 2001. The DPWES was formed in FY 1999 through the merger of the Department of Public Works, the Department of Environmental Management and the Facilities Management Division, previously in the Department of General Services which was abolished. It was anticipated at that time that the development of a cohesive organization would be a multi-year process as the Department evaluated its services and overall functionality. DPWES will establish business teams to provide leadership in stormwater, wastewater, solid waste, land development, capital facilities and numerous functional teams to improve coordination of financial management, human resources, systems administration and other business support areas. In addition, initiation of customer service strategic initiatives will continue. The reorganization includes transfer of funding and positions between agencies and results in no net General Fund impact.

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### ***Board of Supervisors' Adjustments***

*The following funding adjustments reflect all changes to the FY 2001 Advertised Budget Plan, as approved by the Board of Supervisors on April 24, 2000:*

- As a result of implementation of the DPWES reorganization initiative, Agency 31, Land Development Services is created which combines the Offices of Building Code Services and Site Development Services. In addition, funding of \$164,434 and 3/3.0 SYE positions are transferred from this agency to Agency 29, Stormwater Planning as part of the DPWES reorganization.
- The 2.5 percent cost-of-living/market rate adjustment approved by the Board of Supervisors, and previously held in reserve, has been spread to County agencies and funds. This action results in an increase of \$164,943, including \$166,013 in Personnel Services and \$1,070 in Recovered Costs, to Land Development Services.
- An increase of \$602,717, including \$243,061 in Personnel Services, \$74,214 in Operating Expenses, and \$226,500 in Capital Equipment, as well as \$58,942 in fringe benefits, to provide for 7/7.0 SYE additional Senior Engineering Inspectors for enforcement of erosion and sediment control regulations on all sites that require a permit for land disturbing activities. These costs are partially offset by revenues totaling \$482,174 resulting in a net cost of \$120,543.

*The following funding adjustments reflect all approved changes to the FY 2000 Revised Budget Plan from January 1, 2000 through April 17, 2000. Included are all adjustments made as part of the FY 2000 Third Quarter Review:*

- Net savings of \$188,851 primarily in Personnel Services are associated with the Close Management Initiatives program. These savings are now available for reinvestment in other County initiatives.
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# **LAND DEVELOPMENT SERVICES (FORMERLY OFFICE OF SITE DEVELOPMENT SERVICES)**

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## **County Executive Proposed FY 2001 Advertised Budget Plan**



### **Agency Overview**

As a result of implementation of the DPWES reorganization initiative, the new Land Development Services Agency is created which combines the Offices of Building Code Services and Site Development Services. This action will allow the new cost centers to share many of the same resources such as applicant pools during recruitment and training. The agency will have greater flexibility in shifting resources and redeploying personnel in order to address higher than anticipated workloads. In addition, efforts to use of computer technology throughout the permit and building processes will be enhanced.

Site Development Services (SDS) will continue to ensure that land development and public and private facility construction conform to the Code of the County of Fairfax, Virginia (Code) and to policies adopted by the Board of Supervisors to ensure the integrity of new public infrastructure, the control of erosion, drainage and stormwater, the conservation of trees, and the protection of public waters. During FY 2001, SDS will continue to review construction plans; inspect public utilities, street construction, and erosion and siltation controls; ensure maximum tree coverage on building sites; and process legal agreements and sureties to assure satisfactory completion of site improvements on land development projects.

During FY 2001, SDS will continue implementation of a reorganization initiated in FY 2000 based on input from employees, key industry and environmental groups, and management analysis of suggested changes. Features of the new organization include the consolidation of site plan review functions from four divisions into two review divisions; the creation of customer advocacy positions; expanded code maintenance capabilities; enhanced expertise in the area of erosion and sediment control; and creation of a single construction plan intake group. In keeping with overall department strategies, the SDS reorganization has resulted in the elimination of management layers, conversion of management positions into review and inspection positions, greater opportunities for cross-training, and delegation of authority to the lowest practicable level. Staff will monitor the impact of the new features on the development process and work environment, and customers will be surveyed in the coming months to identify additional opportunities for improvement.

There are four new SDS divisions resulting from the reorganization: Technical Planning and Analysis, Environmental and Facilities Review, Urban Forestry, and Environmental and Facilities Inspections. Technical Planning and Analysis Division includes the following programs: Code Analysis identifies and coordinates amendments to the County Code and Public Facilities Manual (PFM), responds to code and PFM interpretation requests, processes public street frontage waiver and parking-related requests. A Customer Liaison position has been created to assist the development community, citizens, and other County agencies through the site development process and to mediate site development issues. An ombudsman position will assist non-profit and community groups through the development process, from zoning to occupancy, in response to a Board of Supervisors' request. These new SDS functions have been made possible through the realignment of existing positions.

The Environmental and Facilities Review Division (EFRD) is comprised of two sections: East, which represents the Dranesville, Lee, Mason, Mount Vernon, and Providence Districts, and West, which represents the Braddock, Hunter Mill, Springfield, and Sully Districts. The Division processes site and subdivision plans, record plats, studies, waivers, and Code and PFM modification requests. Plan and Document Control, also part of EFRD, is responsible for the intake of plan and document applications to OSDS.

The Urban Forestry Division will continue to oversee the implementation and completion of initiatives recommended by the Tree Preservation Task Force, as well as continue support of the Tree Commission. The Environmental and Facilities Inspections Division (EFID) combines the functions of site inspection and bonding of public improvements. The Division includes a position dedicated to increasing the oversight of erosion and sediment control on construction sites.

# **LAND DEVELOPMENT SERVICES (FORMERLY OFFICE OF SITE DEVELOPMENT SERVICES)**

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## **Funding Adjustments**

*The following funding adjustments from the FY 2000 Revised Budget Plan are necessary to support the FY 2001 program:*

- An increase of \$163,934 due to the implementation of the new Pay for Performance program in FY 2001. The new system links annual pay increases to employee performance.
- An increase of \$156,032 due to the implementation of the Market Pay Study. As a result of the Study, incumbents in job classes that are found to be one grade below the market will be moved to the appropriate grade and receive a 2.0 percent market adjustment. Incumbents in classes found to be two or more grades below the market will be moved to the appropriate grade and receive a 4.0 percent market adjustment. In addition, funding is held in reserve to provide all employees with a 2.5 percent cost-of-living/market adjustment.
- A net decrease of \$270,467 in Personnel Services results from a decrease of \$14,102 associated with position turnover based on actual experience, a decrease of \$65,034 for personnel costs associated with the fall cankerworm treatment, and a decrease of \$254,975 based on the actual salary of existing staff. The decreases are partially offset by an increase of \$63,644 for exempt limited-term salaries to ensure site plan intake processing standards are maintained during the implementation of PAWS.
- A decrease of \$398,231 in Operating Expenses is primarily due to one-time funding of \$253,000 for treatment of fall cankerworms in FY 2000, \$41,468 for encumbered carryover, \$51,435 in unexpended CMI savings, and a net decrease of \$52,328 in various operating categories based on actual experience in FY 1999 in conjunction with projected requirements in FY 2001.
- Funding of \$42,804 for Recovered Costs is included. The Recovered Costs in this agency are associated with the support of Fund 116, Gypsy Moth Suppression Program. The recommended funding is a reduction of \$68,048 from the FY 2000 Revised Budget Plan amount of \$110,852 in order to more accurately reflect indirect agency support for the program.
- Funding of \$4,740 in Capital Equipment provides for 3 additional gas monitors which are required by the Virginia Occupational Health and Safety Administration for inspectors working in confined areas. This will provide a total of 12 monitors for 34 inspectors and will reduce delays in inspecting confined areas.

*The following funding adjustments reflect all approved changes to the FY 2000 Revised Budget Plan since passage of the FY 2000 Adopted Budget Plan. Included are all adjustments made as part of the FY 1999 Carryover Review and all other approved changes through December 31, 1999:*

- Encumbered carryover of \$41,469 including \$40,929 in Operating Expenses for service contracts and \$540 for Capital Equipment.
- Unencumbered carryover of \$51,435 including \$48,335 in Operating Expenses and \$3,100 in Capital Equipment due to unexpended Close Management Initiatives (CMI) savings.
- Funding of \$318,034 including \$65,034 in Personnel Services and \$253,000 in Operating Expenses provides for a 6,000-acre cankerworm treatment program in the southeastern part of Fairfax County.
- Funding of \$122,205 including \$119,905 in Personnel Services and \$2,300 in Operating Expenses is associated with the transfer of 3/3.0 SYE positions from Maintenance and Stormwater Management to Site Development Services for the stormwater management ponds program.



# LAND DEVELOPMENT SERVICES (FORMERLY OFFICE OF SITE DEVELOPMENT SERVICES)

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## Objectives

- To issue at least 90 percent of new agreements, amendments, and releases within target timeframes, while resolving default situations so that less than one percent of defaults are deemed unresolvable and must be completed by the County.
- To review site and subdivision-related plans within target timeframes, while continuing to identify potential deficiencies in proposed development projects so that none of the development projects cease construction as a result of these deficiencies.
- To ensure tree preservation by reviewing all zoning cases forwarded to Urban Forestry within 60 days.



## Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
<b>Output:</b>					
Site and subdivision reviews completed	488	529	555 / 585	529	529
Minor plans and special projects completed	3,703	3,621	3,802 / 4,073	3,621	3,621
Bonded projects at year-end	1,144	1,158	1,216 / 1,223	1,223	1,223
Zoning cases reviewed	0	72	95 / 154	154	154
<b>Efficiency:</b>					
Plan reviews completed per reviewer	299	296	311 / 333	333	333
Bonded projects per staff	67	68	72 / 76	76	76
Reviews per Urban Forester	15	23	21 / 29	24	24
<b>Service Quality:</b>					
Average days to review a major plan	47	48	50 / 46	50	50
Percent of new agreements processed within 6 days	74%	80%	90% / 83%	85%	90%
Percent of zoning cases reviewed within 60 days	100%	100%	100% / 100%	100%	100%

**LAND DEVELOPMENT SERVICES  
(FORMERLY OFFICE OF SITE  
DEVELOPMENT SERVICES)**

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Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
<b>Outcome:</b>					
Percent of projects in unresolvable default which must be completed by the County	1%	1%	<1% / 1%	<1%	<1%
Construction projects required to cease as a result of deficiencies identifiable on the plan	0	0	0 / 0	0	0
Percent of zoning cases reviewed by Urban Forestry where trees were preserved through proffers or conditions	100%	100%	100% / 100%	100%	100%